

Recruitment and Retention Committee Meeting
Meeting Minutes
April 14, 2010

ATTENDANCE

1	Dwayne-Eddie Kappauf	10	Absent
2	Excused	11	Dan Cahill/Becca Young
3	Absent	12	Don Beery
4	Michelle Baker	13	John Palm
5	Mike Gray	14	Amanda Bowers
6	Debbie Devito	15	Bill Lyden
7	Absent	16	Absent
8	Absent	17	Mike Gray
9	Christine Crabill	LCFR	Karen McQuaid Becca Young

CALL TO ORDER

The Meeting was called to order at 1931.

INTRODUCTIONS

Members at the Committee introduced themselves to the group.

MINUTES FROM MARCH 10, 2010

The minutes from the March 10, 2010, meeting were approved by the Committee.

LOSAP COMPUTER SYSTEM UPDATE

The Committee discussed the status of the updates to the LOSAP computer system. Amanda Bowers reported that Bill York (DIT) continues to be very responsive to the issues she has recognized with the system. Michelle Baker reported that Company 4's Retirement Points Coordinator, Betty Dodge, has been using the new system and has not had many issues to report. The old points entry system is still in use by some companies and will remain active and available for data submission until the bugs are worked out of the new system.

RETIREMENT POINTS AUDITS 2010

The Committee is in the process of conducting the Retirement Points Audits for 2010. The following status updates were reported:

3	Christine Crabill with John Palm	In process of Scheduling
5	Brad Quin	Still attempting diligently to schedule
7	Amanda Bower with Bill McGann	Done
10	Dan Cahill	Scheduled for April 23, 2010--looking for Assist
14	Bill Lyden with Dwayne-Eddie Kappauf	Done

UNIVERSITY OF PHOENIX

A representative from the University of Phoenix requested meeting time to discuss what the University could do for members of the system. There are no discounts at present offered to system members as with Columbia Southern University. However, the University of Phoenix has degree and certificate programs which may be appealing to members due to their relationship to F/R (i.e., fire science management) and they are working on more. Karen requested that they provide a brochure of their benefits to our members.

WEBSITE CHANGES

Despite repeated attempts in the interim, Bill has not heard back from Kurt, the member who had been tasked with website design, since the last meeting, just before which he indicated he could not make the March 10, 2010, meeting but would make the April 14, 2010, meeting. The Committee agreed to have Christine check with a potential new member (came in through Answerthecall.info wishing to work on the site) that was emailed to her by Bill during the meeting. Christine will check to see that he can do what the Committee requested and report back to the Committee on the status at the May meeting. If Christine does not believe the new member will work, then the Committee will look to outsource the project. Karen re-upped the www.answerthecall.info website, as she learned the day before that it had gone offline for the day. Thanks to Karen for taking care of that! Bill had re-upped a separate aspect, but that apparently did not include the web hosting. A reimbursement check will be sent to Karen.

ANNUAL AWARDS BANQUET--MAY 2, 2010

RSVPs are coming in. Karen needs at least two people for checkin. Karen requested photos to display during dinner. Photos should be inclusive of more than one company as well as demonstrate our combination system. A few committee members thought they would be able to access good photos.

UPCOMING RECRUITMENT CAMPAIGN (4/25-5/30)

Karen and Becca reported that they have been receiving people back from some stations after having attempted to make re-refer people back to them who had not previously heard back from station representatives. They are tracking the referrals. If people call back a second time, or if Karen/Becca are checking to ensure that the re-referral worked, they are referring to another station if the prospective member did not receive communication after two or three business days. The number of chaplains being recruited is up (good!). Chaplains should be interviewed by the individual companies as well as

connected with Chaplain Committee (Chaplain Charlie Grant, Committee Chair or Chaplain Brian Wells, Co-Committee Chair).

TRAINING UPDATES

The Committee recognized a concerted effort from the LCFR Training Staff to send out Training Advisories significantly far in advance of classes. The classes included the Fire Fighter 1 and 2 program for Fall 2010 already, including detailed explanation of expectations, as well as numerous EMS classes. The Committee is very appreciative of the efforts and hopes this will continue, because they are now able to keep new members interested and available for classes. Thank you to the Training Center Staff!

MAY OPEN HOUSES

1	2 & 14– Safety Day (unsure date)	3–
4 May 29 th (time unsure)	5	6 May 16 th
7	8	9
10	11	12
13 May 23 rd (1-4 p.m.)	14	15
16	17	

FALL 2010 CLASS ESTIMATES

Karen has received estimates for EMT/FF1&2 from some but not all companies. A sheet was passed around for estimates at the meeting. It is anticipated that Karen will check with the companies who have not responded in order to ensure an accurate number is provided. This will assist Training Center Staff to prepare for the classes in the most efficient way possible as well as to justify budgeting.

SPRING 2010 GRADUATION

The Spring 2010 graduation is anticipated to be at the end of July on a Thursday at Loudoun Valley HS in Purcellville. The date will be provided once it is solidified.

R&R SPECIALIST POSITION AND CHIEF

Becca Young announced via email to the Committee that she has resigned her position on account of having been offered a Recruit position with LCFR. The Committee expressed extreme appreciation for Becca's assistance over the last few years and looks forward to Becca's return to the Committee as a Company 11 representative once Recruit School is complete. Chief Pozzo announced his resignation/retirement earlier this week. Chief Brower will be Acting Chief of the Department during the transition between Chief Pozzo and his replacement.

R&R ROUND TABLE

Committee members shared the following information:

Arcola, Company 9—Christine has switched to Administrative membership to focus on recruitment and retention. Arcola will attempt to focus heavily on the fire side recruitment. Operational and Administrative members are working together to facilitate the new target.

Ashburn, Company 6—Debbie shared that the Saturday Duty Crews (rotating basis) are coming in at noon or before in order to do weekly community events. The Operational leadership has been reinforcing this approach to ensure all cooperate fully.

Lovettesville, Company 12—Don indicated that Company 12 is planning to do some door to door canvassing of its first due, with objectives including fund raising and recruitment. The spare/back fill crews are typically the ones doing the door to door.

Hamilton, Companies 5/17—Mike reported that both companies are considering door to door canvassing as well. They also hold spaghetti dinners, which provide a good turnout for fund raising and recruitment.

LCFR—Karen requested that people provide information to her and/or to Mary Maguire if they are soliciting donations door to door. That way, LCFR is able to verify the legitimacy of such campaigns when community members call in.

Round Hill, Company 4—They will be hosting their Mother's Day Flower Sale again. Michelle was not sure what times the flowers will be sold, but expects sales to occur Friday and Saturday of Mother's Day weekend.

Leesburg, Company 1—Dwayne-Eddie reported that there will be an upcoming Golf Day. He was not sure whether it was May 13th, but would get back to the Committee.

FRG ON PHYSICALS

Chief Cohn, Chair of the Fire Council, circulated an FRG on physicals for comment. Bill circulated the initial draft to the Committee, and disseminated the most recent version (changed 4/14) to the meeting for discussion. Members unable to attend the meeting provided comments in advance, which were discussed: (1) Perhaps one or a few companies could pilot this FRG so that its impact on the system may be measured; (2) There was concern that the FRG may ultimately apply to the EMS side, which was different than how the matter was presented to the FR Commission at their February meeting (after votes at the Rescue Chiefs, EMS Council and Fire Council meetings. The Committee discussed those issues and could not resolve them differently than what had been mentioned. In addition, there were concerns raised at the Committee meeting: (1) Although the focus appears essentially toward Fire, the HEPA and biological references in paragraph 2 of essential job functions could be applied to EMS easily, including potentially given the consideration of N95 respirators; (2) the "Essential Job Functions" do not relate well to the EMS side and that it would be good to have a comparable set of Essential Job Functions for EMS that is truly reflective of the work performed. Mike Gray will check to see whether Fairfax County has any type of EMS-only job description and/or find out how the EMS only alternative works there.

FIRE RESCUE COMMISSION

The next meeting is scheduled for Tuesday, April 27, 2010, at 6:30 p.m. at the Training Center. Bill encouraged any/all Committee members to attend and feel free to make comments during the Public Comments section at the top of the Commission agenda.

ADJOURNMENT

The Committee adjourned at 21:25. The next R&R meeting will be Wednesday, May 12, 2010, at 7:30 p.m. at the Training Center.